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**From:** Andrew Vernon <vern@oit.umass.edu>  
**Sent:** Tuesday, January 12, 2010 10:24 AM  
**To:** hanchett@admin.umass.edu  
**Subject:** UMass Amherst - Emergency Staff Information

You are receiving this email as the result of your specific emergency staff role and affiliation with UMass Amherst. Your participation and assistance is both crucial and greatly appreciated.

It is extremely important that you update your contact information in SPIRE so that we have the most timely information in order to contact you. Please understand that this is independent of UMass Amherst Alerts within SPIRE, which is designed for the campus at large. You will want to follow these directions.

1. Login to SPIRE at <https://spire.umass.edu>
2. On the left side go to "My Personal Information"
3. Next go to "Emergency Staff Info"
4. Add, remove or update any contact information accordingly

If you can not locate the "Emergency Staff Info" section within SPIRE or are no longer serving in an emergency function please let me know.

Thank you for your time and attention to this matter.

-Andrew

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Andrew Vernon  
Office of Information Technologies  
UMass Amherst